



City of Cathedral City *Employment Opportunity*

POLICE SERGEANT (PROMOTIONAL ONLY)

SALARY RANGE: **\$5216.56 - \$6357.43 per month.** CCPFMA Salary Schedule

CCPFMA benefits include City-paid PERS contributions, employee and dependent health, dental, vision and disability insurance coverage, deferred comp, and EPMC (PERS last year contributions).

THE POLICE DEPARTMENT:

The Cathedral City Police Department is committed to providing progressive and professional police services dedicated to ensuring public order, a sense of community well being and responsiveness with integrity and excellence.

THE TYPICAL DUTIES:

A Police Sergeant supervises a shift or section and directs a group of officers and/or support personnel and participates in a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances and crime prevention and investigation; directs and performs specified staff assignments; plans, organizes, assigns, directs and reviews the work of Police Officers and other assigned staff and activities on a watch or section; supervises police response to a variety of law enforcement situations by radio or in-person, provides guidance and direction to officers, and interprets points of procedure, policy and regulations for conduct of peace officer duties; supervises and coordinates crime scene activities, guides and directs officers, and ensures crowd control and the protection of evidence and the scene; coordinates complex and special investigations and supervises routine investigations; patrols an assigned area to observe, supervise and instruct subordinate officers; assists or provides direction to Police Officers with unusual, complex or emergency situations; conducts briefings and provides instruction and on-the-job training to assigned staff; recommends additional or specialized training; appraises employee performance, counsels employees regarding work performance and procedures and documents disciplinary issues; performs other duties as assigned.

THE QUALIFICATIONS:

Three years of law enforcement experience as a sworn Police Officer, and possession of an Associate of Science degree in Criminal Justice, or completion of 60 semester units of college level course work in criminology, law enforcement, social sciences and/or public administration.

Other Requirements:

Must possess a valid California driver license; must meet POST physical, psychological and background standards; must possess and maintain firearm qualification; must be willing to work evenings, nights, weekends and holidays; must possess a valid Intermediate POST certificate.

APPLICATION AND SELECTION PROCEDURE

You must file an official City application and Sergeant Supplemental Application. All application materials must be received in the Human Resources Department by the closing date. The selection process will include: application screening in relation to position criteria, a written test (see back for information on source list), oral interviews (technical and community participation panels), and a final interview with the Chief of Police. Candidates must be successful on each part of the testing process in order to be placed on the Police Sergeant Eligibility list. Appointment from the eligibility list will be at the discretion of the Chief of Police.

FINAL FILING DATE: THURSDAY, SEPTEMBER 28, 2006 by 5:00 P.M.

You may obtain an application by visiting our web page at www.cathedralcity.gov ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1st Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM and 5:30 PM, Monday through Thursday.

LAW ENFORCEMENT SERGEANT STUDY GUIDE (S19829-CA)

Law Enforcement Sergeant promotional examination S19829-CA was developed by CPS Human Resource Services utilizing the resources of subject matter experts.

This test was designed to measure important knowledge, skills, and abilities required to perform the duties of the Sergeant. The successful Law Enforcement Sergeant must be able to instantly make accurate judgments, identify appropriate law sections, prioritize assignments, and effectively direct the actions of subordinates. In addition, this job requires clear and concise writing, reading, and editing skills.

The subject matter areas covered in this test are:

- 1. Reading and Interpreting Written Information**
- 2. Written Communication and Report Writing**
- 3. Interviewing and Investigation**
- 4. Supervision and Training**
- 5. General Law Enforcement Principles**
- 6. Rules of Arrest, Search, and Seizure**

SUGGESTED REFERENCE MATERIALS

Questions in subject area No. 1, Reading and Interpreting Written Information, are not referenced to any specific document.

Subject matter area 2, Written Communication and Report Writing, is based on material contained in:

For The Record: Report Writing in Law Enforcement, 5th Edition, Hess/Wroblewski. Innovative Systems. ISBN# 0940309181 Order directly from publisher at 1-800-772-6592

Subject matter areas 3 and 4, Interviewing and Investigation and Supervision and Training, respectively, are based on material contained in:

Criminal Investigation, 8th and 9th Edition. Charles Swanson, Neil C. Chamelin and Leonard Territo. McGraw-Hill, New Jersey, 2003 and 2006.
ISBN# 0072485922 (8th Edition) and ISBN#0073212784 (9th Edition)

Supervision of Police Personnel, 5th and 6th Edition. N.F. Iannone Prentice-Hall, New Jersey, 1994 and 2001.
ISBN# 0-13-064965-1 and ISBN# 0-13-649229-0

Questions in subject matter areas 5 and 6 are based on federal and state statutes and codes and court cases that provide a framework for general law enforcement procedures and principles. Because state statutes and codes may differ from state to state, candidates should identify relevant training and educational materials pertaining to their state to prepare for these test sections. For example, in California, information relevant to subject matter areas 5 and 6 is contained in the ***California Peace Officer's Legal Sourcebook***, California Department of Justice.

**CITY OF CATHEDRAL CITY
HUMAN RESOURCES DIVISION**

POLICE SERGEANT SUPPLEMENTAL APPLICATION

This supplemental application is part of the selection process. It must be completed fully and accurately.

NAME	CURRENT JOB TITLE
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Post Certification

CERTIFICATE	LOCATION	DATE
POST Basic		
POST Intermediate		
POST Advanced		

On separate sheet(s) of paper, please answer the following questions. Attach your response to the application and supplemental questionnaire. Please write your name on each page and number the pages.

1. Describe the personality traits, experiences, and education that you believe qualify you for the position of Sergeant.
2. Define your concept of Community Oriented Policing and give at least two examples from your work that demonstrate how Community Oriented Policing has been applied.
3. Define the term "pro-active" and describe what this term means to you. Give at least two examples from your work that demonstrate how you have applied a "pro-active" approach.
4. Define what leadership means for a Police Sergeant. Please give an example from your work experience that demonstrates your leadership ability.

Certification

I have read the requirements for the position of Police Sergeant at the City of Cathedral City. I fully understand and hereby certify that I meet the requirements. I further certify that all information on this supplemental application is true and correct to the best of my knowledge.

Signature: _____ Date _____